



# County Corner

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## The Flathead County Human Resource Department

The Human Resource department came into existence in January 2003. The County currently employs approximately 500 employees. The HR department consists of two employees, the Officer and an Assistant. The HR department is typically the first and last contact an employee has with the County. The HR department administers the recruitment process for the County and processes background checks. Once an employee has been hired, an orientation is scheduled with the employee. The orientation process includes review of the County Policies & Procedures Manual as well as a review of benefits. Once an employee has given notice to leave the County, an exit interview is scheduled with the employee. This process includes an overview of the benefits including extension of health insurance coverage as well as an interview process with the exiting employee.

### Flathead County Human Resource Officer RAEANN CAMPBELL



Raeann Campbell, SPHR, is the Human Resource Officer for Flathead County. Campbell holds a BS Degree in Management & Leadership from Kennedy Western University and is lifetime certified as a Senior Professional in Human Resources. She has been in the human resource field for over 24 years and is the current State Council Director for the Montana Society for Human Resource Management. She has previously worked for Bechtel Power Corporation, the Billings Gazette and Plum Creek.



### Human Resource Assistant, Tammy Skramovsky, PHR

With the inception of the HR department, the Safety Committee was revitalized with employees and management team members representing each of the departments. The Risk Management Committee was also formed and began developing and implementing safety policies throughout the County.

In 2004, Campbell did a major revision of the County Policy & Procedure Manual. One of the major roles of the HR department is to interpret and enforce County policies as well as collective bargaining agreements. The County currently has seven collective bargaining agreements. The HR department is instrumental in assisting supervisors and employees in understanding County policies.

Last year the HR department was actively involved in the transition of leaving the Montana Association of Counties' workers' compensation pool and switching to a retro-respective rating plan with Liberty Northwest. This type of plan allows the County to obtain a substantial return if workers' compensation claims are controlled and do not exceed the goal established for the year. One of the goals for the County is to transition into becoming self-insured such as the County is with the health insurance fund.

The HR department is also responsible for overseeing the trust

fund for the health insurance. This is accomplished by working closely with our third party administrator and controlling costs while maintaining and implementing wellness benefits. Each year the County offers a "benefits fair" where employees are invited to visit each of the different vendors. In conjunction with the City-County Health Department, employees who are on the County health insurance can participate in a number of screenings such as cholesterol and blood pressure. Immunizations are also offered. These are at no charge to the employee.

One of the most recent projects the HR department completed was conducting a wage and salary survey for each position within the County. This resulted in a number of recommendations to upgrade certain positions in the County.

The HR department also conducts various supervisory training sessions for County supervisors as well as serving as the point of contact to coordinate outside training activities.

It is the mission of the HR department to provide consultation and leadership to the management team members which will provide fair employment practices for all County personnel.

*"The needs of the future take precedent over the demands of the present."*

— County Commissioners: Bob Watne, Gary Hall & Joe Brenneman